



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	9-12-2011
Subchapter:	1	Forms	
Issuance:	16.35	CP&P Form 16-35, Security Deposit Agreements	

Click here to view or print CP&P Form [16-35](#), Security Deposit Agreement.

WHEN TO USE IT

The Security Deposit Agreement is used when CP&P provides security funds to a landlord on behalf of a client or a resource family provider. See CP&P-IX-F-1-300.

HOW TO USE IT

- The form is prepared by the assigned Worker in the CP&P Local Office.
- Services purchased via the LOBA or Flex Fund, which include security deposits, are listed as subservices in NJ SPIRIT. Update NJ SPIRIT, as appropriate.
- When the family vacates the premises, the security deposit is due to CP&P with accrued interest. The landlord, the client, or the resource family parent must refund the deposit to the CP&P Local Office as follows:
 - Ideally, the landlord reimburses deposit moneys, with interest, directly to the CP&P Local Office.
 - If the landlord chooses to provide the security deposit funds directly to the client or the resource family instead, it becomes the responsibility of the client or the resource parent to return the funds to CP&P.
 - Workers use CP&P Form [16-24](#), Local Office Bank Account Disposition/Refund Support, to accompany the incoming refund. The Local Office forwards the refund to the DCF Office of Accounting for disposition.
 - If, within 30 days, the landlord provides written notice of the location bank where the security deposit funds are deposited, in accordance with N.J.S.A. 46:8-19, the Security Deposit Law, attach the notice to this agreement and file in

the case record.

- Interest due on the security deposit is assessed at the prevailing interest rate.
- Moneys are to be returned, even if the CP&P case is closed or the resource family home is closed when the family vacates the premises.

TIPS FOR COMPLETING THE FORM

Prior to presenting the form for signature to the landlord, the resource family parent, if applicable, and the client, the Worker enters the following:

- The name of the Local Office
- The cost center number of the Local Office
- The full name of the landlord
- The full address of the rental residence
- The total amount of the security deposit
- The check number and date
- The full name of the payee

Workers **witness the signatures** of the client, the resource family parent (if applicable), and the landlord, and subsequently sign and date the document themselves.

DISTRIBUTION

Original	-	Local Office fiscal records - the "LOBA File"
Copy	-	DCF Office of Accounting
Copy	-	Landlord
Copy	-	Client family
Copy	-	Resource Family Parent (when applicable)